Pay Equity Commission Information Hotlines:

Ontario–wide (toll free)
1–800–387–8813

Toronto area
(416) 481–3314

An information counsellor can take your call from 8:00 a.m. to 5:30 p.m. during the week.

Pay Equity Commission
150 Eglinton Avenue East, 5th Floor
Toronto, Ontario M4P 1E8

L'équité salariale : C'est une question d'égalité est également disponible en français.

ISBN: 0–7778–2520–1
Revised March 1994 /8M

What should I look for in my pay equity plan?

The plan document gives you information on:

- the grouping of jobs into job classes and their gender
- all female job classes covered by the plan
- which job classes were compared
- how they were compared
- what pay equity adjustments are needed
- when they will be paid

By law, your employer *must* spend each year a minimum of 1% of last year's payroll on pay equity adjustments until pay equity is achieved in your workplace.

If you work for a private sector employer with 100 or more employees, your employer was required to prepare a pay equity plan and post it in an area where all workers covered by the plan could read it.

If you work for a private sector employer with 10 to 99 employees, your employer did not have to write and post a plan. But your employer *must* be able to satisfy you that pay equity was achieved in your workplace. Not posting means your employer cannot phase in adjustments and was required, by law, to *achieve* pay equity by the first adjustment date.

What if I have complaints about my plan?

If you are represented by a union, your union was required to negotiate the pay equity plan with your employer. Once they have agreed to a plan, your plan is considered approved. However, your employer must post the plan so that all employees covered by the plan can read it.

If you are not represented by a union, you have 90 days after your pay equity plan is posted to talk about your concerns directly to your employer. Within seven days after the 90–day period ends, your employer *must* post a notice stating whether the plan has been amended or not. If it has been amended, a copy of the amended plan with the changes clearly shown must also be posted. You have 30 days after the notice and/or revised plan is posted to complain to the Commission.

If you work for an employer with 10 to 99 employees who did NOT post a plan, your employer must be able to satisfy you that pay equity was achieved in your workplace. You can ask for pay equity information from your employer now or at any time in the future.

Will my employer know if I complain to the Commission?

If you complain to the Commission, your employer will not be told your name or that you made the complaint unless you give permission to do so. You can also have an agent represent you or you can complain anonymously.

Where can I go for more information or help?

The Pay Equity Commission is here to help employers, employees and bargaining agents in both the public and private sectors.

Employers and bargaining agents are encouraged to call the Commission's information hotline or to sign up for one of the Commission's many seminars on how to implement pay equity.

Employees are likewise encouraged to call the hotline if they have questions or need more information, for example, on how to read their pay equity plan or how to file a complaint.

There is also a wide range of publications available free from the Commission.

VF (PEC)
Brochures, pamphlets, etc.

PAY EQUITY

A MATTER OF FAIRNESS

THE PAY EQUITY COMMISSION

Ontario

What is pay equity?

Many women are not paid fairly for the work they do. In Ontario, female workers receive, on average, 36% less in wages than male workers. A major reason for this wage gap is that employers have not valued the jobs that women usually do as much as the jobs that men usually do.

The Pay Equity Act makes sure that employers pay women's jobs fairly. The *Act* requires that jobs usually done by women be evaluated and compared to jobs usually done by men. If their *value* is about the same, the jobs must be paid the same.

Who is covered by the *Act*?

You are covered by this law if you work for the public sector or a private sector company with 10 or more employees in Ontario.

You are *not* covered by this law if you work for the federal government or an industry regulated by the federal government such as banks, airlines, post offices, and television and radio stations.

You are also *not* covered if you work for a private sector company with fewer than 10 employees in Ontario as of January 1, 1988. But if these companies grow in size to 10 or more employees, they must achieve pay equity immediately.

Is pay equity the same as equal pay for equal work?

No. Equal pay for equal work means that if a man and a woman are doing the same work, they must receive the same pay (this comes under the *Employment Standards Act*). Pay equity compares jobs usually done by women with *different* jobs usually done by men. If the value of the work performed is about the same, the jobs must be paid the same.

How does my employer do pay equity?

Similar jobs are grouped into job classes. These job classes are identified as female, male or gender neutral. Job information is then collected about female and male job classes.

A job comparison system uses the collected job information to evaluate each job class on four factors required by law — skill, effort, responsibility and working conditions. Once all job classes are valued, female job classes are compared to male job classes.

There are three ways your employer can make pay equity comparisons:

1. The **job–to–job comparison method** directly compares female job classes with male job classes in the *same* organization to determine if they are equal or comparable in value.
2. The **proportional value comparison method** indirectly compares unmatched female job classes (those that did not find direct matches) with male job classes in the *same* organization.
3. The **proxy comparison method** is ONLY used by broader public sector organizations if they cannot achieve pay equity using job–to–job or proportional value comparisons *and* if they have a review officer's order from the Pay Equity Commission. This method allows an organization to compare its unmatched female job classes with a group of female job classes that have achieved pay equity in *another broader public sector organization* offering similar services.

With all three methods, if a female job class is found to be about the same value as the job class it was compared to and is paid less, the pay of the female job class, by law, *must* be increased.

When does my employer have to do pay equity?

Your employer, by law, should have already completed the pay equity process. Deadlines were determined by the size of your workplace and the comparison method used to achieve pay equity.

For job–to–job comparisons, the deadlines for posting pay equity plans and beginning pay adjustments were:

Employer	Posting Date for Plans	Paying First Adjustments
Public Sector	Jan. 1, 1990	Jan. 1, 1990
Private Sector		
500+ employees	Jan. 1, 1990	Jan. 1, 1991
100–499 employees	Jan. 1, 1991	Jan. 1, 1992
50–99 employees*	Jan. 1, 1992	Jan. 1, 1993
10–49 employees*	Jan. 1, 1993	Jan. 1, 1994

* Employers with 10 to 99 employees had the option to post a pay equity plan and phase in pay adjustments *or* to NOT post a plan and *achieve* pay equity by the first adjustment date.

If you are an employee, pay equity is your *right*.

For proportional value comparisons (used after the *Act* was amended in 1993), the deadlines for posting these plans and beginning pay adjustments retroactive to January 1, 1993 were:

Employer	Posting Date for Plans	Paying First Adjustments
Public Sector	Jan. 1, 1994	Jan. 1, 1994
Private Sector		
500+ employees	Jan. 1, 1994	Jan. 1, 1994
100–499 employees	Jan. 1, 1994	Jan. 1, 1994
50–99 employees	Jan. 1, 1994	Jan. 1, 1994*
10–49 employees	Jan. 1, 1994	Jan. 1, 1994**

* Employers with 50 to 99 employees who chose to NOT post a plan must have achieved pay equity retroactive to July 1, 1993.

** Empoyers with 10 to 49 employees who chose to NOT post a plan must have achieved pay equity by January 1, 1994. Unlike those employers who posted plans, these adjustments are *not* retroactive to January 1, 1993.

All broader public sector employers using the job–to–job or proportional value comparison method must *achieve* pay equity by January 1, 1998.

For proxy comparisons (used after the *Act* was amended in 1993), pay equity plans should have been posted by January 1, 1994 and pay adjustments should have been made by July 1, 1994 retroactive to January 1, 1994.

If you are an employer, pay equity is your *responsibility*.